



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 9050.1A**

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2002

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**Subject: Official Representational Fund w/Changes 1 - 4 (11/15/05)**

**Responsible Office: Office of the Administrator**

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## **2.1 PROCEDURES FOR REQUESTING USE OF THE FUND**

**2.1.1 Advance Approval.** Advance approval is required for authority to incur or charge expenses against the ORF. Any official incurring expenses who has not obtained advance approval will assume personal responsibility until the actual expenses incurred are approved or in the event that the request is disapproved.

**2.1.2 Requesting Use of the Fund.** The requestor must complete NASA Form 1081, Request for Use of the Official Representational Fund. (NASA Form 1081 is available electronically at <http://www.hq.nasa.gov/office/codec/codeci/help/forms/formnf.htm>.)

**2.1.3 Submitting NASA Form 1081.** The completed form must be submitted for processing as early as possible and prior to the date for which such funds are required. The form must be submitted to the Assistant Executive Officer for the Office of the Administrator for final approval by the Chief of Staff.

**2.1.4 Substantiating Documentation.** The requestor must attach substantiating documentation to the NASA Form 1081, such as the invitee list, description of the event, justification, and direct deposit information for the payee as required for the electronic fund transfer process. The request must also include the total number of anticipated attendees and the number of attendees who are NASA employees. If the request is for an advance of funds, payment of the approved amount will be made to the requestor upon approval of the request.

**2.1.5 Review and Concurrence.** The requestor is responsible for obtaining the review and concurrence of the request from the appropriate offices identified in NPR 9050.1 paragraph 5, prior to submitting the request to the Assistant Executive Officer for the Office of the Administrator.

**2.1.5.1** The Assistant Executive Officer for the Office of the Administrator must review the completed NASA Form 1081 for completeness and compliance against the required criteria.

**2.1.5.2** The Assistant Executive Officer for the Office of the Administrator must submit the NASA Form 1081 to the Chief of Staff for approval or denial.

**2.1.5.3** The Assistant Executive Officer for the Office of the Administrator must return a request denied by the Chief of Staff, along with an explanation, to the requesting official.

**2.1.5.4** The Assistant Executive Officer for the Office of the Administrator must advise the requestor of the approval and provide the requestor with a copy of the approved NASA Form 1081.

**2.1.5.5** The Assistant Executive Officer for the Office of the Administrator must provide the approved NASA Form 1081 and attachments to the RFO for obligation in the NASA Headquarters accounting records.

## **2.2 EXPENSES INCURRED WITHOUT ADVANCE APPROVAL**

**2.2.1** In the event an official is unable to process a request for use of the ORF in accordance with section 2.1 and expenses are incurred for functions or costs described in section 2.3, approval after the fact may be obtained in appropriate cases.

**2.2.2** Postapproval can be authorized, provided the request is made within 30 calendar days after the event. All requirements, as stated in section 2.1, must be followed. Additional justification must be provided, documenting the reasons that prior approval could not be obtained.

2.2.3 If the postapproval request is not submitted within 30 calendar days after the event, expenses incurred are the responsibility of the requesting official.

2.2.4 In the event the request for use of the ORF is denied, expenses incurred are the personal responsibility of the requesting official.

## 2.3 REQUEST CATEGORIES

2.3.1 The ORF may be available for expenses incurred, including the cost of food and beverages in connection with, but not limited to, the categories described below:

2.3.2 Official NASA Function. An official function is generally defined as an Agency event related to official Agency business and is typically characterized by a mixed ceremonial, social, and/or business purpose. Typically, the ORF is used for the expenses of all individuals attending the official NASA function. In some cases, NASA employees attending the function will be charged a pro rata share of the cost of food and refreshments; where this is necessary, NASA attendees will be advised of the charge prior to the event. In cases in which the ORF covers the expenses of all attendees, including NASA employees, an appropriate ratio of non-NASA individuals to NASA employees will be observed. As a general policy, and except in rare circumstances, at a minimum, at least one-third of the attendees must be non-NASA individuals. In addition, only one officially hosted event (e.g., luncheon/reception/dinner) per group per day may be funded, using the ORF for NASA and non-NASA individuals, as long as the prescribed ratio, that at least one-third of the individuals are non-NASA employees, is met.

2.3.3 Non-NASA Sponsored Function. In rare circumstances, the ORF may be available to pay all reasonable costs incurred by NASA employees designated as official representatives to meetings, including luncheons and dinners, which are sponsored by professional, technical, or industrial organizations, and related to NASA's aeronautical and space activities. (Note the exclusions included in section 2.4)

2.3.4 Extraordinary Entertainment Expense. The ORF may be available for the payment of entertainment expenses (e.g., tickets to theaters, museums, ballets) for foreign nationals and NASA representatives in unusual circumstances in which protocol requirements cannot otherwise be satisfied.

2.3.5 Presentation Items. The ORF may be available to purchase certain presentation items for non-NASA distinguished guests at special events (e.g., launch, landing, visit to a NASA facility, NASA visit to a non-NASA facility, international meetings with foreign dignitaries) or for protocol purposes.

## 2.4 EXAMPLES OF EXPENSES NOT COVERED BY THE OFFICIAL REPRESENTATIONAL FUND

2.4.1 Expenses that are incurred for the personal benefit of Government employees or their families.

2.4.2 Expenses that are reimbursable from regular travel or other funds.

2.4.3 Expenses for food, refreshments, or other services that are, under reasonable standards, extravagant or excessive in nature.

2.4.4 Expenses for NASA internal meetings or routine interagency business meetings or work sessions.

2.4.5 Expenses incident to activities unrelated to NASA's mission.

2.4.6 Other expenses that may be determined to be prohibited by law.

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